

Attaches To: (see bottom of page 1, Object(s): Job Description, Etc. Applied To)

Policy Attributes:

Policy Title:	Dress Code/Uniform Student
Policy Reference:	13.2
Policy Type:	<input checked="" type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other _____

Description:

UNIFORM

**Uniform must be followed every day unless otherwise specified by administration.
 Uniform will always include dress code.**

- Shirts:** Must have a collar **Colors:** Burgundy Navy Blue
 Small logo not more than 1 1/2" (ELC logo is ok) White/White Light house Blue
 Must be one solid color Hunter Green Black
 (Twinsets in uniform colors are ok)
 Boys shirts must be tucked in
- Pants:** Dress pants only, no outside pockets sewn anywhere on the outside of the pant. **Colors:** Black Khaki tan
 Navy Blue
 Boys must have belt loops for belt (grades 2 - 6)
 Must be one solid color
- Belt:** Boys grades 2nd - 6th must wear a belt at all times One solid color
 No designs, embellishments or oversized buckles
- Dresses/Jumpers/Skirts/Skort:** Must be one solid color **Colors:** Navy Blue Black
 Tights, Leggings, or jeggings worn under dresses or skirts Hunter Green Burgundy
 must be in any uniform color. Khaki Tan
- Sweaters:** Must be in shirt uniform color or taken off during the day
(worn over shirts) Must be one solid color
 Small logo not more than 1 1/2" (ELC logo is ok)
- Shoes:** Athletic shoes
 Must be enclosed and cover the entire foot
 Mary Jane shoe ok (soft soled, full covered foot with buckle across the arch)
 Boys dress/casual (enclosed) shoe with rubber sole
 Must be acceptable for PE
 No high heels, no sandals
 Snow boots are ok during winter months
- Socks:** Must be worn

If Uniform/Dress Code requirements are not met, parents will be given the following options:

1st Offense: If what the student is wearing is not too offensive, a warning call will be made to the parent and a copy of the uniform/dress code will be sent home.

2nd and all other offenses

Students will be required to change in to uniform. Parents will be called and given the option of purchasing clothing from the school or bringing clothing for their student. ELC may have clothing available to buy. If the parent wishes to bring clothing, the student may be sent back to class and a \$15.00 out of uniform fee will be charged. If the parent brings the clothing within 1 1/2 hours and the student is changed in to uniform, the fee will be retracted. If the parent cannot be reached, they will be required to purchase uniform. If ELC does not have uniform and the parent is unable to bring uniform for their student, the student will be sent back to class and the \$15.00 out of uniform fee will be charged. Students will not be allowed to wait in the office because they are out of uniform unless the violation is too offensive.

Clothing purchased from the school is non refundable and non returnable.

Tip:

Having your student change in to play clothes after school will help keep school clothes nice and teach your student to respect them. Wash your whites separately from your darks and add bleach to keep them white.

Note:

Uniform is defined as the colors and type of clothing. Dress Code is the standard of dress.

DRESS CODE

Dress Code must be followed during any school activity unless otherwise specified by administration.

Shirts:

Must have a sleeve
Entire shoulder must be covered
Entire cleavage must be covered at all times
Bottom of the shirt should be no less than 4" below the top of the pant or skirt
No skin at the waist should show during normal activity

Pants:

Waist must fit the child or belt must be worn
No holes or manufactured holes
Length no shorter than the top of the ankle bone
Should fit the person. Unrevealing but not baggy. The leg of the pant should not be skin tight.
Skinny legged pants are ok (you should easily be able to see that you can pinch and inch)
Leggings and Jeggings may only be worn as undergarments

**Dresses/Jumpers/
Skirts/Skortts:**

Must come to the knee or longer
Must wear shorts, bloomers, leggings or jeggings underneath, except with skorts.
Tights, Skin tight leggings and jeggings must have shorts worn over them

Shorts:

No shorts (with the exception of being worn under a dress, jumper or skirt)
Shorts may not be worn as underwear

**Outerwear:
(Coats, Jackets,
Hoodies, Etc.)**

Fasteners, zippers, buttons, etc. must be in good working condition
Must be taken off during class
No offensive logos, words, pictures, or designs
Hats/hoods may not be worn inside the building

Shoes:

Must be worn at all times
Shoes and laces must be mates
Must be non marking soles
Must be in good working condition (laces, velcro, buckles, etc.)
No Heelies (shoes with wheels)

No Skate shoes
No cleats

Socks: Must be worn with enclosed shoes (Athletic, men's dress/casual, Mary Jane's, etc.)

Underwear: Must be worn at all times
Must never be visible
Must be clean and comfortable

Jewelry: No earrings, excessive, or pierced jewelry

Hair: Natural colors only. Must be trimmed and out of the eyes. No bizarre, extreme, or unusual hair styles. Boys hair must be clean, combed, and cut above the collar and ears.
Girls hair must be trimmed, clean, brushed, and attractive.

General info: Students should come dressed appropriately for the weather
All clothing and shoes must fit the student
All clothing must look and smell clean, be unstained, and in good condition with no holes or manufactured holes
Legs down to the knee must be covered.
Students must bathe often enough to look and smell clean
No tattoos or drawings on the skin

Note: Uniform is defined as the colors and type of clothing. Dress Code is the standard of dress.

EXCEPTIONS

Fridays: School pride shirt and uniform pants or uniform

Recess and PE: Uniform, un-tucked shirts ok

Picture Day/Picture Retake Day

Jump Rope Contest and

Spelling Bee: Uniform must be followed

Field Trips: Uniform or teacher may specify that jeans and/or color coded T-shirts (un-tucked ok) may be worn.

Spirit Days: Uniform or specified spirit day dress (dress code must be followed)

School Pride Day: Uniform, jeans may be worn

Concerts: Uniform or as specified by administration/music teachers
(dress code must be followed)

Christmas Program,

School sponsored plays/programs,

Old world history (Chinese) Dinner and

Egyptian Fair: Uniform or administration/teacher specified costumes (dress code must be followed)

Talent Show

Performers: Uniform, Sunday best or administration approved costumes (dress code must be followed)

Field Day : Dress Code must be followed with the exception of shorts down to the knee may be worn.

History / Science Fair and

End of Year Awards

Assembly: Uniform or Sunday best (dress code must be followed)

Summer School: Dress Code must be followed

Purpose: Ensign Learning Center students will be an outstanding example by being modest and clean.

Scope: Students Parents

Job Description Object(s) Applied To:

Reference	Job Description (JD) Title(s)

Template Object(s) Applied To:

Reference	Templates (TP) Title(s)

Revision History:

Revision #	Date of Change	Description of Change	Authorized By
1.1	6/18/2019	Launched Object	